

Call for applications

Seconded National Expert(s)

EIT (Budapest)

Ref.: EIT/SNE/2015/105

The European Institute of Innovation and Technology (EIT) is an independent EU body set up in 2008. We enhance Europe's ability to innovate by nurturing entrepreneurial talent and supporting new ideas. Our mission is to:

- Contribute to the competitiveness of Europe, its sustainable economic growth and job creation by promoting and strengthening synergies and cooperation among businesses, education institutions and research organisations.
- Create favourable environments for creative thoughts, to enable world-class innovation and entrepreneurship to thrive in Europe.

The EIT is an integral part of Horizon 2020, the EU's Framework Programme for Research and Innovation. Horizon 2020 is a key pillar of the Innovation Union – a Europe 2020 flagship initiative that aims to enhance Europe's global competitiveness.

The EIT is now organising a call for expressions of interest with a view to establishing a reserve list for **Seconded National Experts (SNEs)** supporting the Policy and Communications Unit (PAC) to reinforce the activities related to the co-ordination of EIT funded grants with other related EU policies, programmes (in particular Horizon 2020) and initiatives.

The initial period of secondment may not be less than six months or more than two years. The place of employment will be Budapest, where the EIT Headquarters are located.

More information about the EIT and its activities can be found on: <http://eit.europa.eu>.

1 The job profile

Within the EIT's "Policy and Communications" Unit, the SNE will be part of the 'Policy Support and Stakeholder Relations' team. The SNE will provide support and guidance identifying synergies with other EU, national and regional programmes. S/he will contribute to studies and analysis on the EIT in comparison to other publicly supported innovation models and practices.

The "Policy Support and Stakeholder Relations" team provides policy and strategic advice to the EIT Director in developing and implementing the EIT's strategy and stakeholder engagement. It supports analysis of potential synergies of and complementarities with other EU/ national/ regional innovation support mechanisms offering scope for alignment at EIT and/or KIC level. It is responsible for further developing and implementing a strategy for enhanced stakeholder engagement through targeted and stakeholder-specific collaboration schemes ("EIT Stakeholder Forum"). Moreover, it provides the interface for relations with Third Countries and international organisations.

The jobholder will work under the supervision of the responsible Head of Unit. Close co-operation with other parts of the unit, other EIT units, the EIT Director and Governing Board, and other stakeholders will be an important component of his/her duties.

1.1 Tasks

The SNE will contribute to the EIT Policy and Communication Unit's work by performing the following tasks and activities:

- Monitoring the relevant EU policy framework, in particular relevant innovation and Horizon 2020 initiatives;
- Analysing and/or assess relevant data and information and prepare policy papers, presentations and briefings related to EIT activities and in order to compare the EIT with different EU programmes and initiatives;
- Mapping of potential synergies and complementarities to the EIT at EU level;
- Supporting and advising on the identification of good practices, synergies and complementarities, joint projects and cooperation of the EIT/ KICs with existing EU programmes and initiatives as well as national and regional programmes;
- Liaising with relevant stakeholders in order to support the facilitation of synergies and complementarities under Horizon 2020;
- Contributing to the development and follow-up to evaluations, reviews, surveys, data collection and information gathering activities;
- Participating in relevant EIT working groups.

2 Eligibility criteria

2.1 General conditions

Seconded National Experts (SNEs) are staff members – employed by a national, regional or local public administration, or an IGO – who are seconded so that the EIT can use their expertise in a particular field. 'Public administration' means all state administrative services at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities. The secondment of an SNE by an employer other than a national, regional or local public administration or an IGO should be authorised only on a case-by-case basis, once it has been ascertained that the SNE's employer is part of the public sector or is an independent university or research organisation that does not seek to make profits for redistribution.

By the closing date of this call candidates must:

- be either a national of a Member State or of an EU candidate country or an EFTA country or a country with which the European Council has decided to open accession negotiations and which has concluded a specific agreement with the Commission on staff secondments¹;
- enjoy their full rights as citizens²;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the character requirements for the duties involved;
- be physically fit to perform their duties³.

¹ Candidates who do not fulfil these conditions can also apply. If, upon completion of the profiles' evaluation, a candidate who does not fulfil these conditions is among those who achieved the highest scores in the pre-selection screening (see 5.3), the EIT Director has the right (as per Article 1(3) of the attached EIT Decision) to approve a derogation to invite the candidate to an interview.

² Prior to the appointment, the successful candidate will be asked to provide a certificate clean criminal record.

³ Before being engaged, an SNE shall be medically examined by one of the European Commission's medical officers.

The Seconded National Expert must have worked for their employer on a permanent or contract basis for at least 12 months before their secondment and shall remain in the service of that employer throughout the period of secondment. The current employer must support the candidate, maintain his/her administrative status and must commit to pay his/her salary during the secondment. The SNE's employer shall also continue to be responsible for all his/her social rights, particularly social security and pension.

The specific and binding rules and conditions on the secondment of National Experts to the EIT are set out in the [Decision of 03/06/2015 of the Governing Board of the EIT](#).

2.2 Education

Candidates are required to have

- Candidates are required to have a level of education which corresponds to completed university studies of at least four years attested by a diploma, or
- a level of education which corresponds to completed university studies of a least three years attested by a diploma together with an additional year of relevant professional experience.

Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.⁴

2.3 Experience

To qualify for secondment to the EIT, candidates must have, at the closing date for applications, professional experience of at least nine years⁵ (at least ten years in the case of completed university studies of less than four years), including professional experience directly relevant to the aforementioned tasks of at least six years.

As part of the above professional experience, candidates must have at least three years of experience in an administrative, scientific, technical, advisory or supervisory function/s that can be regarded as equivalent to function groups AD or AST as defined in the Staff Regulations of the Officials of the European Communities and in the Conditions of Employment of Other Servants of the European Communities.

2.4 Language skills

Candidates must have a thorough knowledge of English, which is the main working language of the EIT, and a satisfactory knowledge of a second EU⁶ language. An SNE from a non-member country must produce evidence of a thorough knowledge of one Community language necessary for the performance of his/her duties.

⁴ In case of qualifications issued by authorities outside EU Member States, the proof of recognition of equivalence by the relevant EU Member State authorities must be specifically mentioned in the online application form under 'Additional information'. In case of invitation to an interview, the above proof must be provided.

⁵ Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Fellowships, grants and PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once (e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period of the former).

⁶ Bulgarian, Croatian, Czech, Danish, Dutch, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

3 Selection criteria

Essential:

- Suitability to perform the tasks described in Section 1.1;
- Specialist policy background, in particular in-depth knowledge and experience in EU policies and programmes, concepts and models, in at least one but ideally several of the following fields: innovation, research, entrepreneurship, education, complex clusters/ public private partnerships;
- Thorough knowledge of the EU, its institutions and decision-making process;
- Excellent analytical and drafting skills;
- Excellent command of both verbal and written English.

Advantageous:

- Proven work experience with Horizon 2020 or national innovation programmes;
- Passionate, creative and determined with excellent organisational and problem-solving skills;
- Experience of working in a multi-stakeholder and multi-cultural environment, preferably with a multi-disciplinary approach;
- Ability to work well with others as well as independently, under pressure and to tight deadlines;
- Strong time and project management skills with the ability to prioritise meet deadlines and effectively manage competing organisational demands.

4 The Selection process

4.1 How to apply

Please consult the Guide for Applicants on the [EIT website](#). It contains detailed instructions to help you submit your application correctly.

Only applications submitted through the EU CV Online system⁷ will be accepted.

To apply, you must register in the EU CV Online system via the link provided on the EIT website, and follow all instructions concerning the various stages of the procedure. Applications shall be made in English. **Before applying, you should carefully check whether you meet all the eligibility criteria.**

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy Internet traffic or a problem with the Internet connection could lead to your online registration being interrupted before you complete it, thereby obliging you to repeat the whole process. Once the deadline has passed, you will no longer be able to register.

No supporting documents are required at this stage – these will be required later from candidates invited to an interview (see section 5.3).

On completion of your online registration, you will receive on screen a registration number, which you must note. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. Please note that if you do not receive a number, your application has not been registered!

An acknowledgement of your application will be sent to the e-mail address indicated in your application. It is your responsibility to verify that you provide the correct e-mail address.

⁷ The EU CV Online, managed by the European Commission, is the tool used by the EIT for recruitment purposes. Instructions of use can be found on the EIT's Guide for Applicants, on the EIT website.

Deadline for applications: 14 September 2015 (12:00 noon Budapest time)

5 Steps of the selection procedure

5.1 Admission to the selection procedure

After the deadline for online registration, the selection committee will check the submitted applications against the general and specific conditions described in section 2. Applications satisfying these conditions will then be assessed against the selection criteria described in section 3.

5.2 Initial assessment of the applications

The selection committee will assess each eligible application according to the qualifications and training, professional experience and motivation of the candidate with respect to the profile described in section 1.1.

5.3 Interview

Upon completion of the profiles' evaluation, the 8 most suitable candidates for the post - based on the highest scores in the pre-selection screening - will be invited to an interview, which will be organised in Budapest. *Details of the time, date and address of the interview will be communicated to the candidates in due time.*

Candidates invited to an interview will be requested to submit by email, prior to the interview, a non-certified copy of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out.

Candidates will also be requested to submit a non-official translation of all supporting documents written in a language other than English.

Prior to contract signature, the successful candidate(s) will be required to provide original versions of documents proving the eligibility criteria.

The selection committee will carry out an assessment of candidates invited to an interview according to the selection criteria described in section 3. The interview will be conducted in English. Any other languages indicated in the application form might be tested. Note: native English speakers will be tested to prove their second language skills.

Candidates may also be required to sit a written test in English on the day of the interview. This might take the form of a case study, multiple-choice questionnaire and/or oral presentation.

The written tests may consist of the following components, in accordance with the level and profile of the position advertised:

- Specific competencies with reference to the profile
- General aptitudes and language abilities to the extent necessary for the performance of the duties
- Knowledge of European integration and institutions; the European Institute of Innovation and Technology

These components can be combined.

5.4 Verification of documents and scrutiny

The application of candidates invited to the interview will be checked against supporting documents provided, in order to confirm the accuracy and eligibility of the application.

If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

Candidates will also be disqualified if they:

- do not meet all the eligibility criteria;
- do not provide all the required supporting documents.

5.5 Reserve list

The selection committee will place the most suitable eligible candidates on a draft reserve list. This draft will be submitted to the Appointing Authority of the EIT for approval. The adopted reserve list, which will be in order of merit, will be valid until 31 December 2015. Reserve lists may be extended by decision of the Appointing Authority of the EIT. Prior to being offered a post, candidates on a reserve list may be required to undergo further evaluation by the EIT (e.g. including a further interview).

Inclusion on a reserve list does not imply any entitlement to employment in the EIT. Moreover, recruitment will be subject to budgetary availability.

5.6 Information

The text of this Call for applications contains all the information required. Nevertheless, if you have a question, please consult the Guide for Applicants on the EIT website. If you have further questions, please contact the EIT via jobs@eit.europa.eu, clearly mentioning the reference of the vacancy notice, your registration number and the nature of your request.

Please note that due to the large volume of applications received, only candidates selected for the interviews will be contacted.

Other important information

6 General information

6.1 Equal opportunities

The EIT applies a policy of equal opportunities and accepts applications without discrimination on any grounds.

6.2 Selection committee

A selection committee will be appointed to carry out the evaluation of applications to this vacancy. Please note that the Selection Committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden, and may lead to disqualification from the selection process.

6.3 Approximate timetable

The selection process may take a few months to be completed; further information about the status of the procedure will be published on the EIT website.

6.4 Recruitment conditions / Career

Successful candidates may be offered a contract as a Seconded National Expert, in accordance with the [Decision of 03/06/2015 of the Governing Board of the EIT](#) for an initial period that may not be less than six months or more than two years. The secondment may be renewed once or more up to a total period not exceeding 4 years for reasons linked to the interest of the service.

6.5 Conditions of employment

Candidates should, before applying, assure themselves that their employer will support the candidacy and pay their salary during the period of secondment.

An SNE shall be entitled, throughout the period of secondment, to a daily subsistence allowance and a monthly subsistence allowance:

- a daily subsistence allowance shall be based on the amount applied by the European Commission for Brussels, taking into account the correction co-efficient applicable to Hungary which is set by the Council pursuant to Article 64 of the Staff Regulations, and
- a monthly subsistence allowance shall be based on the amounts applied by the European Commission for Brussels, taking into account the correction co-efficient applicable to Hungary which is set by the Council pursuant to Article 64 of the Staff Regulations.

These subsistence allowances shall be granted under the same conditions⁸ as the expatriation allowance for temporary staff employed by the EIT.

On the date of publication the amounts applied by the European Commission for Brussels are:

Distance between the place of origin/of recruitment and the place of secondment in km	Amount in euros
0-150	0
> 150	82,70
> 300	147,03
> 500	238,95
> 800	385,98
> 1300	606,55
> 2000	726,04

The above amounts are weighted by applying a correction coefficient applicable to Hungary⁹.

Payment shall be made to each SNE at the place and in the currency of the country where the SNE carries out his duties or, at the request of the SNE, in euros in a bank within the European Union.

⁸ Article 4 of Annex VII to the Staff Regulations and the provisions implementing this Article shall apply mutatis mutandis

⁹ The correction co-efficient applicable to Hungary is currently 71,4% and it is subject to an annual adjustment, set by the Council pursuant to Article 64 of the Staff Regulations.

6.6 Independence and declarations of interest

The job holder will be required to enter into a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that might be considered prejudicial to his or her independence.

6.7 Appeal procedure

Candidates considering that their interests have been prejudiced in the selection process by a particular decision may request a review of, or launch an appeal against the decision adversely affecting them. Further information about the appeal procedures can be found in the Guide for Applicants on the EIT website.

6.8 Protection of personal data

As the body responsible for organising the competition, the EIT ensures that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

[Continue here for the application form](#)

If you have difficulties to connect to the above link, you may copy and paste the following link into your Web application.

https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces&CFID=43272198&CFTOKEN=59090936&jsessionId=f4306b041d5468642323TR&langue=EN